

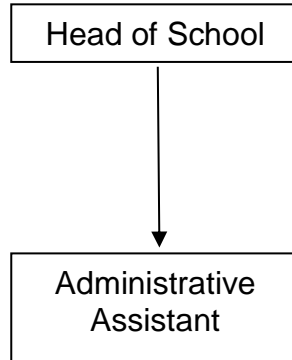


Earley St Peter's Church of England Primary School

JOB DESCRIPTION

Job Title:	Administrative Assistant	Job Ref:
School:	Earley St Peter's CE Primary School	Salary: £21,575-£21,968 FTE (Actual £9,675-£9,852)
Reports To:	Head of School (HoS)	
Grade:	Grade 3, SP 5 to 6	
Employment Status: Permanent contract/Part time/Term time only		
Hours of Work: 20 hours per week – Monday to Friday (mornings)		
Job Purpose To provide administrative support to the Senior Leadership Team ensuring school compliance and assisting in the efficient running of the school office and the school in general.		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.		

Organisation Chart:



The role works closely with the Head of School.

Scope

Financial Accountabilities

Budgets directly controlled (please state if this has been delegated to the post-holder) No

Budgets monitored on day-to-day basis: No

Staff Responsibilities

Number of employees managed/supervised: NONE

Number of FTE (Full Time Equivalent) employees managed/supervised:

Management of Physical Assets

Nature of physical assets directly controlled, (e.g. children's home): NONE

Summary of Main Contacts.

- Senior Leadership Team
- Parents
- Teachers
- Governors
- Other school staff
- Other professionals (e.g. Suppliers)
- Pupils
- The Keys Academy Trust

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

*This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Provide administrative support to the Senior Leadership Team as needed
2. To coordinate school policies and risk assessments (provided by Head of School)
3. Assist with data entry in school MIS ensuring a high level of accuracy
4. Manage (with support from Governance Professional) all aspects of S2S, GIAS, including associated databases to ensure pupil data and reporting required by Trust, DfE, Gov are in place
5. To manage all school trips on the Evolve system/including Risk Assessment coordination (in partnership with school administrator) and booking trips/transport
6. Audit and update the school website to ensure policies and all aspects of the website are compliant (in partnership with the HoS)
7. Act as the staff's main contact to report any issues with the school's IT systems and work in conjunction with the Senior Leadership Team to prioritise IT support
8. Keep and file records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
9. Work in partnership with the HT to ensure all aspects of critical incident planning are in place (e.g. Rainbow Plan)
10. Support HR processes including induction and managing requests for staff absence and monitoring and reporting levels of staff absence to SLT.
11. Cover the receptionist lunch break when required
12. Assist with organising governor meetings, parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
13. Manage the maintenance and compliance of the minibus
14. Any other tasks as directed by the HoS or operations manager which are critical to school operation/compliance